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TRANSPORTATION ASSET MANAGEMENT COUNCIL
January 3, 2018 at 1:00 p.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

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** Frequently Used Acronyms List attached

Members Present:

Derek Bradshaw, MAR/GLS Region V	Joanna Johnson, CRA/KRCKC – Chair
Bill McEntee, CRA – Vice-Chair, via Telephone	Bob Slattery, MML, via Telephone
Jonathan Start, MTPA/KATS	Rob Surber, DTMB/CSS
Brad Wieferich, MDOT	

Support Staff Present:

Rob Balmes, MDOT	Roger Belknap, MDOT, via Telephone
Tim Colling, MTU, via Telephone	Mark Holmes, DTMB/CSS
Dave Jennett, MDOT	Polly Kent, MDOT
Gloria Strong, MDOT	Mike Toth, MDOT
Rebecca Curtis, MDOT	

Public Present:

Rob Green, MDOT	Keagan Brickey, MDOT
Mark Lewis, FHWA	

Members Absent:

Donald Disselkoen, MAC	Gary Mekjian, MML
Jennifer Tubbs, MTA	Dave Wresinski, MDOT

1. Welcome – Call-To-Order:
The meeting was called-to-order at 1:02 p.m..

2. Changes or Additions to the Agenda (Action Item):
None

3. Public Comments on Non-Agenda Items:
None

4. Consent Agenda:
> **4.1. – Approval of the December 6, 2017 Meeting Minutes (Attachment 1)** *(Action Item)*
> *Minutes could not be voted on as the Council did not have a quorum.*

> **Action Item:** Support staff will add the minutes to the February agenda for action.

> **4.2. – TAMC Financial Report (Attachment 2)**
> An updated financial report was reviewed and briefly discussed. J. Start is encouraging the Metropolitan Planning Organizations to think about how they are going to solicit for non-federal aid data collection and to come to them with an estimate. PASER training expenses will be billed to TAMC.

5. Correspondence and Announcements:

5.1. – TAMC Spring Conference, May 22, 2018 in Collaboration with the American Public Works Association (APWA), Traverse City (Attachment 3) – R. Belknap

The 2018 TAMC Spring Conference will be held the day prior (May 22, 2018) to the APWA Conference on May 23-24, 2018, at the Grand Traverse Resort and Spa in Traverse City. R. Belknap informed the Council that support staff has already started lining up presenters for the 2018 Spring Conference. Some of the presentations will be on the CSS GIS framework update project and the governor's team on 21st Century Infrastructure Pilot and Council, just to name a few. Staff is still looking for presenter ideas and also requested assistance from the Council members with TAMC award recipient suggestions. Council members were encouraged to submit suggestions as soon as possible to R. Belknap. J. Johnson is soliciting sponsorships for the conference. Support staff created a sponsorship flyer that was shared with the Council. Council members are also encouraged to seek support as well. J. Johnson will be contacting some of the TAMC partners, such as the County Road Association (CRA) for their possible sponsorship. The Save-the-Date has been created and the registration information will be added to the final conference brochure and agenda. The Council was impressed with and gave their approval of the Save-the-Date and Sponsorship flyer. R. Belknap will check with APWA to see if Asset Management is on their agenda and if APWA would like to be on the TAMC conference agenda. TAMC will have a booth at the May 23-24, 2018 APWA Conference.

Action Item: Council members are encouraged to provide possible presenters and sponsors to R. Belknap for the conference.

5.2. – Michigan Infrastructure Commission Update (Attachment 4) – J. Johnson/ B. Wieferich/R. Curtis

A copy was provided in the meeting packet for everyone's information. There is a Culvert Mapping Project on the local road system on the horizon with a $2,000,000 budget. The Council needs to know what is required of them and what will be their next step. J. Johnson has asked the Governors' Office to come to the next TAMC meeting in February to give the Council an update on this project. J. Johnson would like them to be first on the agenda at the February meeting. B. Wieferich will also invite MDOT staff who can speak about MDOT's pilot inventory for culverts (small bridges under 20 feet of span are the culverts). It was decided by the Council to charge the TAMC Bridge Committee with taking on this Culvert project. They must look at how to approach this and what is TAMC's end goal. The $2,000,000 can go very quickly. The Council must identify what the core data elements are. What level of detail should be placed in asset management plans, how should TAMC approach this, how should it be handled? To what degree or what level does TAMC need to collect data since there are a lot of culverts on the local system? What resources must be used to collect that data? How is the new data going to interact with the data that we already collect? All of these issues and more will be discussed at the January 25, 2018, Bridge Committee meeting. The Council wants the Bridge Committee to possibly add members that will be able to represent areas of interest related to culverts. The Bridge Committee will take the lead on this and get input from the Data Committee. It is important to get the local agencies involved right from the start. Since the Bridge Committee has recently changed their meeting schedule to quarterly, they may want to change back to meeting more regularly now that they have been tasked with this new culvert project. The funds for the culvert effort were included as part of a budget increase that also includes funding for the Michigan Infrastructure Council (MIC) P. Kent informed the Council that legislation creating the MIC was introduced in the House (HB 5335), but that it may be a long process to get it to pass in both chambers. It remains to be seen what will happen. In addition, there will be legislation to create a Water Asset Management Council (WAMC), similar to the TAMC legislation. This is from the 21st Century Pilot Committee recommendations.

Action Item: Bridge Committee to take on the task of the new Culvert Project, consider revising its meeting schedule, and consider adding some new members.

5.**3. – 2018 Calendar of TAMC and Partner Events, Conferences, and Trainings (Attachment 5) – J. Johnson**
Support staff provided a list of TAMC trainings and upcoming 2018 conferences to the Council requesting their attendance and support at these events. At some conferences TAMC support staff will only have a booth. Support staff will continue to update the listing as Council members sign up and share at each meeting until all dates are covered.

Action Item: Support staff will continue to update the list of conferences, and provide to Council members to select dates that will work with their schedules to attend on behalf of TAMC.

6. Committee Reviews and Discussion Items:

6.1. – Administration, Communication, and Education (ACE) Committee Update – J. Start

6.1.1. – FY 2019 TAMC Budget
The Metropolitan Planning Organizations (MPO's) have just recently updated their work programs with the new TAMC activities and J. Start suggested that the budget not be changed until 2019 to see how the MPO's handle 2018 with their budget and get a better estimate on costs associated with the new TAMC activities.

6.1.2. - TAMC Awards (Attachment 6) – J. Start
The request for 2018 TAMC Award nominations will be posted on the TAMC Website to encourage people to make nominations for the awards. It was agreed by the Council that each member must be prepared to bring two award nominations to a specified TAMC meeting after the publicity is sent out. This is to encourage Council members to be active in the solicitation of award nominees. Each Council member is encouraged to share the request for TAMC Award nominations with their respective organizations. A slide will be added to the nine-slide presentation that Council members give at conferences and trainings regarding the awards. A copy of the new awards nomination flyer showing past recipients was shared and the Council liked the flyer. There was a suggestion to use the data that is being collected to help make some selections. P. Kent has created a list of agencies that have shown the most improvement and will send the list to the Council in the near future.

Action Item: Each Council member will be responsible to bring two award recipient suggestions to a future TAMC meeting.

Action Item: Each Council member will share the request for TAMC Award nominations with their respective organizations.

Action Item: Support staff will add an "awards" slide to the TAMC PowerPoint presentation.

Action Item: Support staff will add this to future TAMC agendas.

Action Item: Support staff will do a press release regarding the TAMC Awards.

Action Item: P. Kent will share the "Most Improved" list with the Council.

6.1.3. – Michigan Local Technical Assistance Program *"The Bridge"* Newsletter Article Update
Vicki Sage, MTU staff, is working on the IRT article that was submitted from support staff. The next article will be completed by the Bridge Committee for the first quarter and the ACE Committee will be responsible to write the article for the second quarter.

Action Item: Bridge Committee to write the next article for the first quarter regarding the Bridge Asset Management Workshop.

Action Item: Ace Committee to write the next article for the second quarter; possible topic will be the 2018 TAMC Spring Conference in conjunction with APWA.

6.2. – Data Committee Update – B. McEntee
The December 2017 Data Committee Meeting was canceled.

6.2.1. – Status of 2017 PASER Data Collection
As of early December data collection efforts were in good standing. CSS is looking at the files and has approximately 10 left to review. Per M. Holmes they will not get the information to Gil Chesbro, MDOT Data Analyst Specialist, until next week.

6.2.2. - IRT/ADARS Compliance Report – B. McEntee/R. Belknap (Attachment 7)
R. Belknap reported that he has approximately 50 more agencies to review. For FY 2017, the approved number should jump dramatically. The IRT survey tool is being missed so this is being modified so the user cannot complete the process until this is signed off. This will be added to the IRT training by Josh Ross at CSS.

Action Item: J. Ross will modify the functionality of the IRT so that the user cannot complete the process until the IRT survey tool has been completed.

6.2.3. – IRT Rewrite Update – M. Holmes
J. Ross had reviewed in December 2017 CSS' IRT Rewrite efforts version 2.3. Those efforts were moved into production on December 20, 2017. J. Ross has updated the training materials. IRT trainings will be held next week, in February, and in March. Currently, there is work being done on version 2.4.

Action Item: CSS will work on version 2.4.

6.2.4. - Dashboard Update – B. McEntee/J. Ross
CSS has worked on correcting an alphabetizing issue that impacts data alignment, encouraging agencies to enter the information consistently. CSS will have before the May 22, 2018 TAMC Spring Conference all of the bridge and bridge comparison, and pavement and pavement comparison updates completed. Due to the agencies having different fiscal years this is a moving data source. The State of Michigan is adding the Windows 10 to their system so the TAMC dashboards tool had to be changed. CSS is working with the Client Service Center to make those changes. These changes are due to be completed in the near future. With this new system TAMC will have new data management tools, data will come into the system differently and be validated differently. CSS will have the ability to do more updates and the public will have more access to the data.

B. Slattery identified a number of items on the dashboard that need correction. The Maintenance Dashboards numbers advance from present to past and it should be the other way around. On the expenditure chart, some of the columns show numerical rather than monetary and should only be shown as dollars only so that the chart is easier to read. Dollar figures should be rounded to the nearest whole dollar, and commas added to large numbers. On the forecasting page, it was noticed that there seems to be a very large increase from bad to good on the 2015-2018 data. This increase may come from the additional monies that were given but needs to be looked at to find out why the large increase. J. Johnson would like this added to the Data Committee agenda.

Action Item: CSS will have all the bridge and pavement updates completed prior to the May 22, 2018 TAMC Spring Conference.

Action Item: CSS will finalize their work with the State of Michigan Client Service Center with adding the changes necessary to the TAMC Dashboards to work with the new Windows 10.

Action Item: CSS to make the changes as requested by the Council to the Maintenance Dashboard numbers, remove the cents from the dollar amounts entered, add commas in all the large numbers, and work with Data Committee to resolve the large increase on the 2015-2018 data showing data from bad to good.

Action Item: Support staff will add to the Data Committee agenda a discussion about why the large improvement in condition from 2015 to 2018 on the dashboard.

6.2.5. – Website Update – M. Holmes

J. Ross will be working with TAMC support staff to get everything necessary uploaded to the new Vignette TAMC Website that was not transferred over. CSS will add a "Meeting Minutes" link to the Website that will lead the viewer to one area holding all of the draft meeting minutes, agenda packets, and approved meeting minutes. CSS will also add a link to MTU trainings. Having a link will assure that the viewer will have up-to-date information on MTU trainings. They are also updating the details in the "Events" area of the Website. CSS will get all of these updates done by the next TAMC meeting in February. CSS has almost completed the Google analytics.

Action Item: CSS will work with MDOT support staff and get the TAMC Website updated with all past 2017 TAMC full council and committee agenda packets and draft and approved meeting minutes by end of next week.

Action Item: CSS will add a "Meeting Minutes" link to the TAMC Website.

Action Item: CSS will add a link to MTU trainings.

Action Item: CSS will continue working to migrate the old information to the new Vignette platform.

Action Item: CSS will complete the Google analytics, which includes counting how many hits the TAMC Website is receiving, and present that information at the February meeting.

6.3. – Bridge Committee Update – J. Johnson

The Bridge Committee last met on October 26, 2017, and their next meeting is scheduled for January 25, 2018. There was nothing new to report since last TAMC meeting. The Bridge Committee is aware that they must do the next article for the LTAP *"The Bridge"* Newsletter.

Action Item: Bridge Committee will add the Culvert project and *"The Bridge"* Newsletter article to their next agenda.

6.4. – Michigan Center for Shared Solutions – M. Holmes

Items were already discussed under 6.2. above.

6.5. – Michigan Technological University/Technical Assistance – T. Colling

   6.5.1. – Training Reports (Attachment 8)

   MTU held the Asset Management Plan Pilot Workshop in Lansing in December 2017 at MDOT Aeronautics. There were 25 people registered representing rural, city and county people; no elected officials attended. All of the responses from the workshop have been good. The attendees want to update their plan every year or at least every other year. They were interested in doing an email chat so that people can work together on their plans. They wanted to continue to work as a group. There were a couple of questions that arose and will be addressed with the ACE Committee at future meetings. For example, attendees asked for ACT 51 splits instead of federal-aid/non-federal aid. MTU would like TAMC to decide if they want to change. MTU expects to have the final pilot template completed by late spring or early fall. MTU is on the PASER platform and may have integration problems with other systems. T. Colling does not see a problem with the integration of the systems but it may take some regions more effort to do theirs.

6.6. – TAMC 2018 Strategic Planning Session, June 6, 2018, Horatio Earle Learning Center Topics – J. Johnson/J. Start

   1. Michigan Infrastructure Asset Management Pilot Report expected in April 2018.
   2. The ACE Committee, per J. Start, removed their request to add the discussion of how TAMC can collect data in different ways. The Council has requested that ACE Committee review this item as part of a budget coordination discussion and if any other people would like to sit in on the discussions and assist they are welcome to attend the ACE meetings. The ACE Committee can give an update on their findings at the Strategic Planning Session, if necessary.
   3. Asset Management Plans - They would like to discuss TAMC's involvement with Asset Management Plans. What is TAMC mandated to do with Asset Management Plans? Can TAMC insist agencies create and/or provide TAMC with an Asset Management Plan for their agency? How involved does TAMC want to get with suggesting agencies have an Asset Management Plan or at least a process? What did TAMC state to the State Transportation Commission about Asset Management Plans when we requested the addition $250,000 in funding?

   Action Item: Support staff will add the two items to the Strategic Planning Session agenda.

7. TAMC Work Program Update – P. Kent

The Data and ACE Committees have reviewed and prioritized their tasks from the TAMC Work Program. They each have at least one item that they have started on. Having this on the committee agendas is very helpful. Much progress is being made on the work program. It was decided to let go of the 2016 IRT compliance updates and focus on the 2017, as the outliers for 2016 only account for .006 miles of the total road network.

8. Public Comments:
None

9. Member Comments:
It was noted by D. Bradshaw that consultants are doing PASER jobs and charging high rates. People are responding and stating that they appreciate the eGov deliveries about the TAMC trainings and happenings. J. Johnson also reiterated that it is important for Council members to be physically present at the Council meetings to meet quorum.

10. Adjournment:
The meeting adjourned at 2:26 p.m.. The next meeting will be held February 7, 2018 at 1:00 p.m., 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY

RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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